



NH School Improvement Team Member Responsibilities (SINI, Restructuring)

Report to Constituents:

The benefits of the *Steps to Success* process come from the conversations across the school community about good educational practice. The vision of excellence that emerges from these conversations will guide teachers' and leaders' actions to foster the highest achievement for all students.

Your role as a member of the Restructuring Team includes gathering from your "constituents" -- those whose voice you represent -- their vision of excellence for your school as it reflects on their role at the school. Specifically, you will be asked to commit to setting up two way communication with your colleagues and reporting their input to the Restructuring Team. The outline below gives you an agenda for your BRIEF part of the meeting with the team you represent.

How often?: "periodically"

How long? Aim to close the discussion after 15 minutes; if you detect that more discussion is needed, set the topic aside, gather any additional information, and schedule time on an upcoming team meeting to complete the topic

How?

1. Explain in summary the process you follow to assess an indicator (Step 4).
Recommended highlights = four components of the worksheet (level of implementation; priority; opportunity; evidence for ratings/ conclusions)
*Consider bringing a sample blank worksheet to give your colleagues
** See your school's Process Manager to access worksheets, reports, etc. as needed **
? WHO is your school's Process Manager? _____
2. Share a list of the indicators your subgroup assessed (or one or two you want others to reflect on/ respond to).
*Some may be curious about the full list of indicators. If they haven't been distributed/ circulated at a general faculty meeting, might be wise to bring a few copies.
3. Distribute the completed worksheet (have the process manager print it off the online system for you) for one or all the indicators you want to discuss with your colleagues.
4. Briefly summarize the discussion your subgroup had around that indicator and the conclusions reached around (a) level of implementation; (b) priority; (c) opportunity and (d) evidence.

5. Ask for feedback.

Do the conclusions agree with your judgments about the practice?

Is there evidence we didn't mention that we should?

Are the priority and opportunity ratings reasonable and realistic?

Should we include this in our improvement plan?

*Depending on how your colleagues prefer to work, you may want to type up a feedback form and invite teachers to offer their ideas in writing anonymously. Set a deadline and location for their input – don't let it drag on!